

What: PeopleSoft Basic Query Class

Précis: A one-day session. Students learn how to use and, where necessary, modify existing Queries; how to create new queries for their own use; and explain how to have queries converted to "Public" use. Currently, all query training addresses the Internet version of PeopleSoft processes.

NOTE: THIS IS NOT A CLASS IN "SQL" PROGRAMMING! Nor is it necessary that prospective students have experience as computer programmers. They **MUST** have at least two months' experience in Human Resource or Training Administration using PeopleSoft. They must also demonstrate an ability to navigate through the system. This usually follows from using the system for at least three hours per week.

Target Audience: Human Resource and Training Professionals in all Business Units, Merit and Non-Merit. This is not an IT course.

When: The second Monday of each Month through June 2004. Sessions run from 0830 to 1600. Students arriving more than fifteen minutes late are too late for that session.

Where: GMIS Training Rooms in the Indiana Government Training Center Room "B" or "C," Indiana Government Center - South Building, Room E-141. (Students may also enter through Room W-141.)

Prerequisites: Prospective students **MUST HAVE COMPLETED** a qualifying course for using PeopleSoft, and they **MUST** have at least TWO Months' experience using PeopleSoft processes, usually demonstrated by spending at least twenty hours in the two months prior to attending the Query class.)

The only courses that qualify people for the query class are:

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| 1. 000666 | Introduction to HR Processing |
| 2. 000668 | PS Administering Training |
| 3. 000677 | PS HR Training |

NOTE: GMIS/SPD will check to ensure that prospective students meet the requirements for the course and will not enroll non-qualified applicants.

To register: Supervisors or Managers: send an e-mail message with the prospective student's name, full e-mail address, PS Employee ID (EmplID) (NOT SSAN!), the desired date and one alternate date, and PeopleSoft Login ID (But NOT the password!)

NOTE: GMIS/SPD will check to ensure that prospective students do indeed have permission from their superiors. Let us know in advance of schedule

conflicts so class sizes can remain at a premium and classrooms can be rescheduled if necessary.

It would help a great deal if they know their home Domain Name, but this is not a requirement. (E.g.; here in State Personnel Department, our Domain Name is ISD-SHARED.) This will help to eliminate future lockouts.

Please feel free to ask for any further information that you might need.

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